

Sample Automated Time Attendance and Production
System (ATAAPS)

Version: 07-1A-b10 Logout | Help (?)

ATAAPS Menu			
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Task	Inquiries
Labor/Leave Review	Personnel Management	Job Order	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Work Center	Change UIIC - 551000
Default Labor	Team Management		
	Employee Reopen		
	Database		

Retroactive Pay Periods
Retro Labor/Leave Review

Click on Labor

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Employee Information

Logged In As: CAMPBELL, ROBIN A. VIC: 551000

Team: team 3

Employee: CAMPBELL, ROBIN A.

Begin Pay Period: 2008-Aug-17 << >>

NDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

				August														
				17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	80.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow	CopyRow	NDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU												

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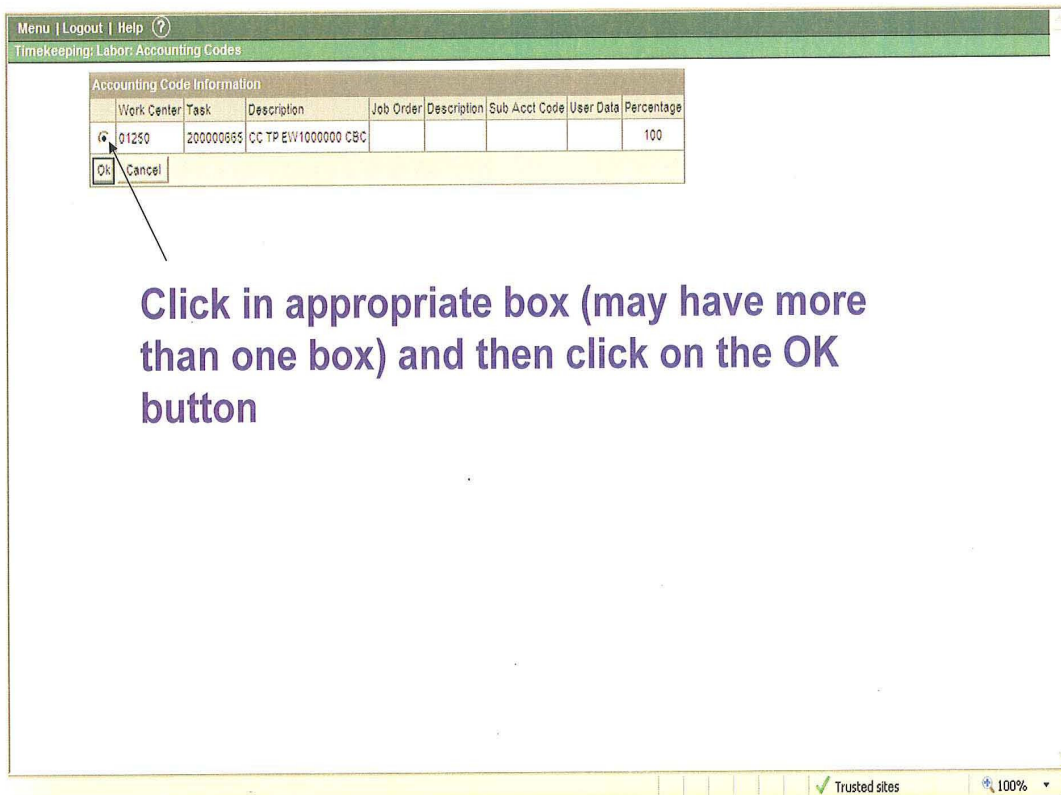
Click on Insert Row

Auto-scrolling to position 0

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Attachment H
(Cont'd)

Sample Automated Time Attendance and Production System (ATAAPS)



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Timekeeping: Labor: Accounting Codes

Work Center	Task	Description	Job Order	Description	Sub Acct Code	User Data	Percentage
01250	2000000000	CC TP EIV1000000 CBC					100

Ok Cancel

Click in appropriate box (may have more than one box) and then click on the OK button

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Extended Labor Attributes

Employee Information

Employee: CAMPBELL, ROBIN A.
Date: 8/18/2008
Job Order: 200000665
OP Code:
Type Hours: RegGrd
Reason: BK - Grievance and Appeals
TM - Telework Medical
TS - Telework Ad Hoc/Situational
TW - Telework Regular
Reason Remove Cancel

August

17	18	19	20	21	22	23	24	25	26	27	28	29	30
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Scroll down to telework codes, select appropriate
code and then click on the Reason button

Attachment H (Cont'd)

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Employee Information

Logged in As: CAMPBELL, ROBIN A. UC: \$51000

Team: team 3

Employee: CAMPBELL, ROBIN A.

Begin Pay Period: 2008-Aug-17 << >> Pay Period

NID/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

				August														
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	<input type="checkbox"/>	01250	200000555		9	9	9	9	9			9	9	9	9			0.00
Scheduled Hours				0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="button" value="Save"/>	<input type="button" value="DeleteRow"/>	<input type="button" value="CopyRow"/>	<input type="button" value="NID/Haz/Oth"/>	<input type="button" value="InsertRow"/>	<input type="button" value="Refresh"/>	<input type="button" value="Summary"/>	<input type="button" value="Create LU"/>											

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Click on Type hr arrow and select RG. Input time and click on Save button

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Employee Information

Logged In As: CAMPBELL, ROBIN A. UIC: 551000

Team: team 3

Employee: CAMPBELL, ROBIN A.

Begin Pay Period: 2008-Aug-17 << >> Pay Period

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

				August													
					17	18	19	20	21	22	23	24	25	26	27	28	29
	Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	F
<input type="checkbox"/>	01250	200000665		RG		9.00	9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00	
	Sub Acct			NtDiff													
	User Data			Hr/Oth		Add	Add	Add	Add	Add			Add	Add	Add	Add	
Scheduled Hours					0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	0.
Reported to Scheduled Hours					0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	0.
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU										

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Click on NtDiff/Haz/Oth and then click on
"Add" under the day you teleworked

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Employee Information

Logged In As: CAMPBELL, ROBIN A. VIC: 551000

Team: team 3

Employee: CAMPBELL, ROBIN A.

Begin Pay Period: 2008-Aug-17 << >> Pay Period

NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No View Leave

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	Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
<input type="checkbox"/>	01250	200000665		RG		9.00	9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00		
	Sub Acct			NtDiff														
	User Data			Hr/Oth		TW	Add	Add	Add	Add			Add	Add	Add	Add		
Scheduled Hours					0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	
Reported to Scheduled Hours					0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU											

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Example: Monday 8/18 worked 9 hours on Regular Telework (TW)